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DEPARTMENT OF DEFENSE

# Procurement Coding Manual

VOLUME 1  
COMMODITIES AND SERVICES  
REPORTED ON DD FORM 350

Revised as of October 1990



DIRECTORATE FOR INFORMATION  
OPERATIONS AND REPORTS (DIOR)

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**Department of Defense**  
**Procurement Coding Manual**

**Volume I**  
**Commodities and Services**  
**Reported on DD Form 350**

**Department of Defense**  
**Washington Headquarters Services**  
**Directorate for Information**  
**Operations and Reports**

**October 1990**

## FOREWORD

This manual has been developed for use by Army, Navy, Air Force, Defense Logistics Agency, and other Department of Defense (DoD) personnel who are responsible for preparing, coding, editing, or machine processing the Individual Contracting Action Report, DD Form 350, as prescribed by Section 204.671-5 of the DoD Federal Acquisition Regulation Supplement.

All suggestions and inquiries concerning this manual should be referred to DoD, Washington Headquarters Services, Directorate for Information Operations and Reports, through one of the following offices, as appropriate:

Army:	HQDA (SFRD-KS) Skyline 6, Suite 302 Falls Church, VA 22041-3201
Navy:	Naval Supply Systems Command <sup>1</sup> SUP-0246 CM3, Room 619 Washington, D.C. 20376-5000
Air Force:	SAF/AQCP <sup>2</sup> 4C251, The Pentagon Washington, D.C. 20330-1000
Defense Logistics Agency:	Executive Director, Contracting Cameron Station Attn: DCSSO Alexandria, VA 22304-6100

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<sup>1</sup>Navy users requiring additional copies of this manual should send their requests to:

Commanding Officer  
Publications and Forms Center  
5801 Tabor Ave.  
Philadelphia, PA 19120-5099

<sup>2</sup>Air Force users requiring additional copies of this manual should send their requests to:

SAF/AAIPD  
Bolling Air Force Base  
Washington, D.C. 20332-6468

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**Section I**  
**FEDERAL SUPPLY CLASS**  
**OR SERVICE CODES**  
**(Item B12A)**

# **SECTION I**

## **FEDERAL SUPPLY CLASS OR SERVICE CODES**

### **(Item B12A)**

#### **General**

A four-digit code shall be entered in Item B12A for every procurement action reported on DD Form 350. Only one code number should be entered. If more than one code is applicable, enter the code which describes the predominant product or service procured (see also DoD FAR Supplement 204.671-5).

This section is divided into three parts: Research, development, test, and evaluation (RDT&E) codes are contained in Part A; other services and construction codes are in Part B; and supply and equipment codes are in Part C.

#### **RDT&E**

If the action is for research, development, test, or evaluation, enter a code from Part A of this section. (RDT&E is defined in DFARS 235.001.) Do *not* assign an RDT&E code to housekeeping services or supplies purchased in support of "in-house" research or development work; such services are coded in accordance with Part B of Section I and the supplies in accordance with Part C. Procurement personnel responsible for coding RDT&E actions should obtain sufficient information from requisitioning personnel to permit accurate classification in accordance with Part A.

#### **Other Services and Construction**

If the action is for other services and construction, enter a code from Part B of this section. This four-position code consists of a letter identifying one of 23 major categories and three numeric digits identifying a specific service within each category.

#### **Supplies and Equipment**

If the action is for supplies and equipment, enter a code from Part C of this section. The classifications used here are those contained in the H-2 series of cataloging handbooks, except for the items contained in Federal Supply Group (FSG) category 19, "Ships, Small Craft, Pontoons, & Floating Docks."

## PART A

### RESEARCH, DEVELOPMENT, TEST, AND EVALUATION (RDT&E)

The RDT&E codes in Part A have been developed in accordance with guidelines established by the Federal Procurement Data Center. To ensure that the contract is for RDT&E, check the appropriation symbol. (Do not include housekeeping supplies or services in support of in-house RDT&E even though an RDT&E appropriation symbol is cited.)

#### Description and Use of Code

The RDT&E code is composed of two alphabetic and two numeric digits. The first position is always the letter "A" to identify RDT&E; the second position is a letter from "A" to "Z", used to identify the major category; the third digit is a number from "1" to "9", used to identify a subdivision of the major category. The fourth digit is a number from "1" to "6", used to identify the type of RDT&E. This fourth digit should be *assigned by the contracting officer* in accordance with definitions contained in DFARS 235.001 as follows:

First Two Positions of Program Element	DFARS 235.001	Fourth Digit of Item B12A
61	Basic Research	1
62	Applied Research & Exploratory Development	2
63	Advanced Development	3
64	Engineering Development	4
All Other	Operational Systems Development	5
65	Management & Support	6

When the program element number appears on the purchase document, the first two digits of this number determine the number to be used in the fourth position.

*For Army procurements*, the third digit of an Army budget activity code *beginning with 6* identifies the appropriate code for use in the fourth position. Code 5 will be entered in the fourth position for all Army budget activity codes beginning with a number other than 6.

When completing this item, the precise service being purchased shall be coded. For example, a contract for research on air pollution for aircraft should be shown under category AH2\*, "ENVIRONMENTAL PROTECTION, Air Pollution," not under category AC1\*, "DEFENSE SYSTEMS, Aircraft."

RESEARCH, DEVELOPMENT, TEST, AND EVALUATION CODES

Major Category Codes	
<u>Description</u>	<u>Category</u>
Agriculture	AA
Community Services & Development	AB
Defense Systems	AC
Defense - Other	AD
Economic Growth & Productivity	AE
Education	AF
Energy	AG
Environmental Protection	AH
General Science & Technology	AJ
Housing	AK
Income Security	AL
International Affairs & Cooperation	AM
Medical	AN
Natural Resources	AP
Social Services	AQ
Space	AR
Transportation - Modal	AS
Transportation - General	AT
Mining Activities	AV
Other Research & Development	AZ

PROGRAM

DD FORM  
350 CODE

AGRICULTURE

Insect & Disease Control	AA1*
Marketing	AA2*
Production	AA3*
Aquaculture & Hydroponics	AA4*
Other Agriculture	AA9*

COMMUNITY SERVICES & DEVELOPMENT

Crime Prevention & Control	AB1*
Fire Prevention & Control	AB2*
Rural Services & Development	AB3*
Urban Services & Development	AB4*
Other Community Services & Development	AB9*

DEFENSE SYSTEMS

Aircraft	AC1*
Missile & Space Systems	AC2*
Ships	AC3*
Tank - Automotive	AC4*
Weapons	AC5*
Electronics & Communication Equipment	AC6*
Miscellaneous Hard Goods	AC9*

DEFENSE - OTHER

Ammunition	AD1*
Services	AD2*
Subsistence	AD3*
Textiles, Clothing & Equipage	AD4*

\* See page 5 for determining the necessary entry in this position.



RESEARCH, DEVELOPMENT, TEST, AND EVALUATION CODES

PROGRAM

DD FORM  
350 CODE

Fuels & Lubricants  
Construction  
Other Defense

AD5\*  
AD6\*  
AD9\*

ECONOMIC GROWTH & PRODUCTIVITY

Employment Growth & Productivity  
Product or Service Improvement  
Manufacturing Technology  
Other Economic Growth & Productivity

AE1\*  
AE2\*  
AE3\*  
AE9\*

EDUCATION<sup>1</sup>

AF1\*

ENERGY

Coal  
Gas  
Geothermal  
Wind Energy  
Nuclear  
Petroleum  
Solar/Photovoltaic  
Conservation of Energy  
Other Energy

AG1\*  
AG2\*  
AG3\*  
AG4\*  
AG5\*  
AG6\*  
AG7\*  
AG8\*  
AG9\*

ENVIRONMENTAL PROTECTION

Pollution Control & Abatement  
Air Pollution  
Water Pollution  
Noise Pollution  
Other Environmental Protection

AH1\*  
AH2\*  
AH3\*  
AH4\*  
AH9\*

GENERAL SCIENCE & TECHNOLOGY

Physical Sciences  
Mathematical & Computer Sciences  
Environmental Sciences  
Engineering Sciences  
Life Sciences  
Psychological Sciences  
Social Sciences  
Other Sciences Not Elsewhere Classified

AJ1\*  
AJ2\*  
AJ3\*  
AJ4\*  
AJ5\*  
AJ6\*  
AJ7\*  
AJ9\*

HOUSING<sup>1</sup>

AK1\*

INCOME SECURITY

Employment  
Income Maintenance  
Other Income Security

AL1\*  
AL2\*  
AL9\*

INTERNATIONAL AFFAIRS & COOPERATION<sup>1</sup>

AM1\*

MEDICAL

Biomedical  
Dependency - Drugs  
Dependency - Alcohol  
Health Services  
Mental Health  
Rehabilitative Engineering  
Specialized Services  
AIDS Research  
Other Medical

AN1\*  
AN2\*  
AN3\*  
AN4\*  
AN5\*  
AN6\*  
AN7\*  
AN8\*  
AN9\*

<sup>1</sup> Detailed category codes not provided.  
\* See page 5 for determining the necessary entry in this position.

RESEARCH, DEVELOPMENT, TEST, AND EVALUATION CODES

PROGRAM

DD FORM  
350 CODE

NATURAL RESOURCES

Land	AP2*
Mineral	AP3*
Recreation	AP4*
Marine & Oceanographic	AP5*
Marine Fisheries	AP6*
Atmospheric	AP7*
Other Natural Resources	AP9*

SOCIAL SERVICES

Geriatric (Other Than Medical)	AQ1*
Other Social Services	AQ9*

SPACE

Aeronautics & Space Technology	AR1*
Science & Applications	AR2*
Flight	AR3*
Operations (Tracking & Data Acquisition)	AR4*
Station	AR6*
Commercial Programs	AR7*
Other Space	AR9*

TRANSPORTATION - MODAL

Air	AS1*
Surface Motor Vehicles	AS2*
Rail	AS3*
Marine	AS4*
Other Modal Transportation	AS9*

TRANSPORTATION - GENERAL

Highways, Roads, & Bridges	AT1*
Human Factors Concerning Transportation	AT2*
Navigation & Navigational Aids	AT3*
Passenger Safety & Security	AT4*
Pipeline Safety	AT5*
Traffic Management	AT6*
Tunnels & Other Subsurface Structures	AT7*
Transporting Hazardous Materials	AT8*
Other General Transportation	AT9*

MINING ACTIVITIES

Mining Equipment - Subsurface	AV1*
Mining Equipment - Surface	AV2*
Mining Methods - Subsurface	AV3*
Mining Methods - Surface	AV4*
Mining Reclamation Methods	AV5*
Mining Safety	AV6*
Metallurgical	AV7*
Other Mining Activities	AV9*

OTHER RESEARCH & DEVELOPMENT<sup>1</sup>

AZ1\*

<sup>1</sup> Detailed category codes not provided.  
\* See page 5 for determining the necessary entry in this position.

## PART B

### OTHER SERVICES AND CONSTRUCTION

All services and construction work, except RDT&E work, should be coded in accordance with the codes listed in Part B. Each category has been assigned a four-position code for a specific type of service or construction. The code consists of a letter identifying one of 23 major categories and three numeric digits identifying a specific service within each category.

The 23 major categories are:

- B. Special Studies & Analyses - Not R&D
- C. Architect & Engineering Services - Construction
- D. Automatic Data Processing & Telecommunication Services
- E. Purchase of Structures & Facilities
- F. Natural Resources & Conservation Services
- G. Social Services
- H. Quality Control, Testing, & Inspection Services
- J. Maintenance, Repair, & Rebuilding of Equipment
- K. Modification of Equipment
- L. Technical Representative Services
- M. Operation of Government-Owned Facilities
- N. Installation of Equipment
- P. Salvage Services
- Q. Medical Services
- R. Professional, Administrative, & Management Support Services
- S. Utilities & Housekeeping Services
- T. Photographic, Mapping, Printing, & Publication Services
- U. Education & Training Services
- V. Transportation, Travel, & Relocation Services
- W. Lease or Rental of Equipment
- X. Lease or Rental of Facilities
- Y. Construction of Structures & Facilities
- Z. Maintenance, Repair, or Alteration of Real Property

Due to the diversified nature of the services being purchased by the Department of Defense, it is often difficult to identify the appropriate service or construction code that applies to a procurement action. If the appropriate code for Item B12A cannot be easily determined, the procuring activity should select a code that best fits the description of the service involved and submit a copy of the DD Form 350 in question (with an exact description of the type of service or construction being procured) to:

Washington Headquarters Services  
Directorate for Information Operations and Reports  
Attn: PEID  
1215 Jefferson Davis Highway, Suite 1204  
Arlington, VA 22202-4302

This will serve as a basis for determining the need for the assignment of new codes or the revision of existing codes.

# OTHER SERVICES AND CONSTRUCTION CODES

<u>TITLE</u>	<u>CODE</u>
<u>SPECIAL STUDIES &amp; ANALYSES - NOT R&amp;D</u>	
Air Quality Analyses	B502
Archeological/Paleontological Studies	B503
Chemical/Biological Studies & Analyses	B504
Cost Benefit Analyses	B505
Data Analyses (Other than Scientific)	B506
Economic Studies	B507
Endangered Species Studies - Plant & Animal	B509
Environmental Studies & Assessments	B510
Feasibility Studies (Non-construction)	B513
Animal & Fisheries Studies	B516
Geological Studies	B517
Geophysical Studies	B518
Geotechnical Studies	B519
Grazing/Range Studies	B520
Historical Studies	B521
Legal Studies	B522
Mathematical/Statistical Analyses	B524
Natural Resource Studies	B525
Oceanological Studies	B526
Recreation Studies	B527
Regulatory Studies	B528
Scientific Data Studies	B529
Seismological Studies	B530
Soils Studies	B532
Water Quality Studies	B533
Wildlife Studies	B534
Medical & Health Studies	B537
Intelligence Studies	B538
Aeronautic/Space Studies	B539
Building Technology Studies	B540
Defense Studies	B541
Educational Studies & Analyses	B542
Energy Studies	B543
Technology Studies	B544
Housing & Community Development Studies	B545
Security Studies (Physical & Personal)	B546
Accounting/Financial Management Studies	B547
Trade Issue Studies	B548
Foreign Policy/National Security Policy Studies	B549
Organization/Administrative/Personnel Studies	B550
Mobilization/Preparedness Studies	B551
Manpower Studies	B552
Communications Studies	B553
Acquisition Policy/Procedures Studies	B554
Elderly/Handicapped Studies	B555
Other Special Studies & Analyses	B599

## ARCHITECT & ENGINEERING SERVICES

### ARCHITECT & ENGINEERING SERVICES - CONSTRUCTION

#### BUILDING & FACILITY STRUCTURES

Administrative & Service Buildings	C111
Airfield, Communication & Missile Facilities	C112
Educational Buildings	C113
Hospital Buildings	C114
Industrial Buildings	C115
Residential Buildings	C116
Warehouse Buildings	C117
Research & Development Facilities	C118
Other Buildings	C119

## OTHER SERVICES AND CONSTRUCTION CODES

<u>TITLE</u>	<u>CODE</u>
<u>NON-BUILDING STRUCTURES</u>	
Conservation & Development	C121
Highways, Roads, Streets, & Bridges	C122
Electric Power Generation (EPG)	C123
Utilities	C124
Other Non-Building Structures	C129
Restoration	C130
<u>ARCHITECT &amp; ENGINEERING SERVICES - GENERAL</u>	
Architect - Engineering Services (Non-construction)	C211
Engineering Drafting Services	C212
A&E Inspection Services (Non-construction)	C213
A&E Management Engineering Services	C214
A&E Production Engineering Services	C215
Marine Architect - Engineering Services	C216
Other Architect & Engineering Services	C219
<u>AUTOMATIC DATA PROCESSING &amp; TELECOMMUNICATION SERVICES</u>	
ADP Facility Operation & Maintenance Services	D301
ADP Systems Development Services	D302
ADP Data Entry Services	D303
ADP Telecommunications & Transmission Services	D304
ADP Teleprocessing & Timesharing Services	D305
ADP Systems Analysis Services	D306
Automated Information System Design & Integration Services	D307
Programming Services	D308
Information & Data Broadcasting or Data Distribution Services	D309
ADP Backup & Security Services	D310
ADP Data Conversion Services	D311
ADP Optical Scanning Services	D312
Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services	D313
ADP System Acquisition Support Services	D314
Digitizing Services	D315
Telecommunications Network Management Services	D316
Automated News Services, Data Services, or Other Information Services	D317
Other ADP & Telecommunication Services	D399
<u>PURCHASE OF STRUCTURES &amp; FACILITIES</u>	E***
<u>NATURAL RESOURCES &amp; CONSERVATION SERVICES</u>	
Aerial Fertilization/Spraying Services	F001
Aerial Seeding Services	F002
Forest/Range Fire Suppression/Presuppression Services	F003
Forest/Range Fire Rehabilitation (Non-construction) Services	F004
Forest Tree Planting Services	F005
Land Treatment Practices (Plowing, Clearing, etc.)	F006
Range Seeding (Ground Equipment) Services	F007
Recreation Site Maintenance (Non-construction) Services	F008
Seed Collection/Production Services	F009
Seedling Production/Transplanting Services	F010
Surface Mining Reclamation (Non-construction) Services	F011
Survey Line Clearing Services	F012
Tree Breeding Services	F013
Tree Thinning Services	F014
Well Drilling/Exploratory Services	F015
Wildhorse/Burro Management Services	F016
Other Range/Forest Improvements (Non-construction) Services	F018
Other Wildlife Management Services	F019
Fisheries Resources Management Services	F020
Site Preparation Services	F021
Other Natural Resources & Conservation Services	F099

\*\*\* Uses last three digits of "Y" Category Codes (pages 20 and 21).

# OTHER SERVICES AND CONSTRUCTION CODES

<u>TITLE</u>	<u>CODE</u>
<u>ENVIRONMENTAL SYSTEMS PROTECTION</u>	
Air Quality Support Services	F101
Industrial Investigation Surveys & Technical Support Related to Air Pollution	F102
Water Quality Support Services	F103
Industrial Investigation Surveys & Technical Support Related to Water Pollution	F104
Pesticides Support Services	F105
Toxic Substances Support Services	F106
Hazardous Substance Analysis	F107
Hazardous Substance Removal, Cleanup, & Disposal Services & Operational Support	F108
Leaking Underground Storage Tank Support Services	F109
Development of Environmental Impact Statements & Assessments	F110
Industrial Investigations, Surveys & Technical Support for Multiple Pollutants	F111
Oil Spill Response Including Cleanup, Removal, Disposal & Operational Support	F112
Other Environmental Services, Studies, & Analytical Support	F999
<u>SOCIAL SERVICES</u>	
Care of Remains and/or Funeral Services	G001
Chaplain Services	G002
Recreational Services	G003
Rehabilitation Services	G004
Geriatric Services	G005
Government Life Insurance Programs	G006
Government Health Insurance Programs	G007
Other Government Insurance Programs	G008
Non-Government Insurance Programs	G009
Direct Aid to Tribal Governments and Organizations Provided By Contract Pursuant to Public Law (P.L.) 93-638	G010
Other Social Services	G099
<u>QUALITY CONTROL, TESTING, &amp; INSPECTION SERVICES</u>	
Quality Control Services	H1**
Equipment & Materials Testing	H2**
Inspection Services	H3**
Other Quality Control, Testing & Inspection Services	H9**
<u>MAINTENANCE, REPAIR, &amp; REBUILDING OF EQUIPMENT</u>	J0**
Non-Nuclear Ship Repair (East)	J998
Non-Nuclear Ship Repair (West)	J999
<u>MODIFICATION OF EQUIPMENT</u>	K0**
<u>TECHNICAL REPRESENTATIVE SERVICES</u>	L0**
<u>OPERATION OF GOVERNMENT-OWNED FACILITIES</u>	M***
(M-Category Codes are for contracts specifying general operational responsibilities. Specific maintenance of real property should be coded in Z-Category Codes, "MAINTENANCE, REPAIR, OR ALTERATION OF REAL PROPERTY.")	
<u>INSTALLATION OF EQUIPMENT</u>	N0**

\*\* Enter two digits of Federal Supply Group code from pages 23 and 24.  
\*\*\* Uses last three digits of "Y" Category Codes (pages 20 and 21).

## OTHER SERVICES AND CONSTRUCTION CODES

<u>TITLE</u>	<u>CODE</u>
<u>SALVAGE SERVICES</u>	
Preparation & Disposal of Excess & Surplus Property	P100
Salvage of Aircraft	P200
Salvage of Marine Vessels	P300
Demolition of Buildings	P400
Demolition of Structures or Facilities (Other than Buildings)	P500
Other Salvage Services	P999
<u>MEDICAL SERVICES</u>	
Dependent Medicare Services	Q101
General Health Care Services	Q201
Laboratory Testing Services	Q301
Nursing Services	Q401
Nursing Home Care Contracts	Q402
Evaluation & Screening	Q403
Anesthesiology Services	Q501
Cardio-Vascular Services	Q502
Dentistry Services	Q503
Dermatology Services	Q504
Gastroenterology Services	Q505
Geriatric Services	Q506
Gynecology Services	Q507
Hematology Services	Q508
Internal Medicine Services	Q509
Neurology Services	Q510
Ophthalmology Services	Q511
Optometry Services	Q512
Orthopedic Services	Q513
Otolaryngology Services	Q514
Pathology Services	Q515
Pediatric Services	Q516
Pharmacology Services	Q517
Physical Medicine & Rehabilitation Services	Q518
Psychiatry Services	Q519
Podiatry Services	Q520
Pulmonary Services	Q521
Radiology Services	Q522
Surgery Services	Q523
Thoracic Services	Q524
Urology Services	Q525
Medical/Psychiatric Consultation Services	Q526
Nuclear Medicine	Q527
Other Medical Services	Q999
<u>PROFESSIONAL, ADMINISTRATIVE, &amp; MANAGEMENT SUPPORT SERVICES</u>	
<u>PROFESSIONAL SERVICES</u>	
Land Surveys, Cadastral Services (Non-construction)	R404
Operations Research Services	R405
Policy Review/Development Services	R406
Program Evaluation Services	R407
Program Management/Support Services	R408
Program Review/Development Services	R409
Real Property Appraisal Services (SIC 6531)	R411
Simulation	R412
Specifications Development Services	R413
Systems Engineering Services	R414
Technology Sharing/Utilization Services	R415
Veterinary/Animal Care Services	R416
Legal Services	R418
Educational Services	R419
Certifications & Accreditations	R420
Technical Assistance	R421
Telephone & Field Interview Services	R422